



# Integrated Justice Information Board

## Meeting Minutes May 18, 2004

**Item:** Steve Clem welcomed the group.

**Item:** Approval of April 20, 2004 Minutes

**Action:** Motion made to approve minutes. Motion carried.

**Item:** JIN Proof of Concept Demonstration

Brian provided a background of the process, beginning with an RFI that was issued October 24<sup>th</sup>. Brian, along with the Technical Advisory Group reviewed the responses from nine companies, and subsequently invited four of those to provide presentations. Two of the four companies were then asked to work with JIN on proof of concept projects, Equarius/Microsoft and Online Business Systems/Sonic. The Equarius/Microsoft concept is now online and live and Brian hopes that Online Business System/Sonic can give their presentation at the next Board meeting. The concept proves how different agencies and groups can collaborate to produce something of value in different environments. Dan Parsons from WSP provided an overview of the ACCESS switch and then Alain Dias (Equarius), Mark Knutson and David Reinker (LESA) and Charlotte Dazell and Kelly Furner (KCSO) completed the demonstration.

**Item:** Report of the Program Director

SOP Transition – Brian stated that Templar began development of Summary Offender Profile in May of 2002. In December 2003 AOC announced the deployment was completed. Since January of 2004 Brian has worked on the transition and currently the application is live. Brian held a kick-off meeting with the pilot users and after some testing takes place the plan is to go live with pilot users in Douglas and Thurston county. Brian hopes to have feedback from the pilot users at the next meeting.

RCW renumbering project – This project called for renumbering a host of RCW's to facilitate a better use of databases, per legislative mandate, which will be effective in July of 2004. The task was to renumber the charge tables and make them available to others. The JIN Program Office hired a contract attorney to do the work under supervision of AOC and the work was completed the beginning of May. It was presented to the group working on the project and then published it on the JIN website. The new Charge Table can now be used as a basic starting point for consistency and sharing of information.

Digital Certificates – Brian stated that he wanted to alert the group of the letter from Capcom regarding digital certificates and that a response had been written and sent from Stuart McKee and Fred Stephens.

Strategic Plan, 2005 Budget – As the Board requested at the last meeting, Brian put a draft decision package together and shared with the members. Brian reviewed some of the key elements: a model for the future of JIN and how to treat exchanges and/or data sets and make the information available to other groups along with how those tasks are built in; Program Office budget which includes a proposal that different services of the program office be provided through contracts with other agencies and/or contractors so that FTE's are not added; services the Program Office could provide in the future.

Brian would like feedback as to whether or not the package makes sense for the state or what type of model the Board would like to have for this work to be done and validated. There was discussion as to how the information should be presented to the Board, and what direction to go in-between now and the August decision package deadline. It was decided to create a small group to work with Brian to review and prepare a recommendation back to the Board. Garry Austin and Steve Clem volunteered to participate. Steve stated that he would discuss with his co-Chair to determine who else could participate. Brian stated he would welcome any comments.

**Item:** Priorities of Government Update – Brian stated that he had asked Garry Austin to help him decide how to go forward with the POG. Garry stated that POG was created two years ago by Governor Locke to review how the budget is built. There are currently eleven cabinet level teams which have been created to address the priorities of government which includes key indicators, how to measure success, what does it mean to succeed and how do you measure that success, etc. POG tries to define a strategic direction for agencies for when they create their budgets for 05-07 biennium. Agencies submitted their strategic plans in May of '03 and those are being reviewed during this process. Garry said that the JIN Program Office needs can heard from Brian through OFM to the POG process and also as part of the DIS budget as the host agency.

**Item:** Next meeting is scheduled for June 15th, 2004 in the DIS Boardroom from 10:00 – noon.

### **Members present:**

Garry Austin, Office of Financial Management	Dave Guthmann, Juvenile Rehabilitation Administration
Mary Neff, Washington State Patrol	George Helton, Association of Counties and Cities
Steve Clem, WA Assoc of Prosecuting Attorneys	Pat Lee, Washington Assoc of Sheriffs and Police Chiefs
Tom Clarke, Office of the Administrator of the Courts	Joel McAllister, Washington Assoc of County Clerks
Cathleen Grindle, Judicial Information System (via phone)	Carol Meraji, Department of Corrections
	Fred Stephens, Department of Licensing